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14 April 1959

MEMORANDUM FOR: Chief, Document Division.

SUBJECT : Security Violation.

25X1 1. At 6:45 P.M. 11 April, a large burn bag was discovered in Area
6E between [redacted] desk and the adjoining partition. Since classi- 25X1
fied material was in the burn bag, the Branch and [redacted] were charg-
25X1 ed with a Security Violation. It is not yet certain whether or not Mrs.
[redacted] the Staff Security Officer, will be charged with a violation, 25X1
since the burn bag could have been obscured by the desk. [redacted] was
involved in the previous violation of 30 March.

2. To prevent a recurrence of this type of violation the following
steps have been taken:

- a. Instructions have been issued to all personnel that the Staff and Overall checks cannot be completed before 1705. They have been reminded that they are expected to check tops, sides, and the floor underneath all equipment. It is understood that in so far as possible every attempt will be made to keep equipment clear of files, racks, boxes etc.
- b. The area where the two violations have occurred has been split in order to provide two teams for Staff and Overall Checks.
- c. Supervisors have been instructed to review all aspects of Security Checks with their clerks.
- d. The quantity and placement of the large burn bags have been limited to provide a pick up routine to assure that all large bags issued will be retrieved at 1700.

3. It is anticipated that these steps should minimize the possibility of further Security Violations.

25X1

[redacted]
Chief, Processing Branch

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